

Project Completion Check List

Country Office: Cambodia

Project/Output No. 00114485/00121244

I confirm that all of the following matters have been considered and resolved:

√	No outstanding NEX advances – in either local currency or USD
N/A	No outstanding PDRs
√	No open Purchase Orders
√	No Receipt Accruals
√	No outstanding commitments
√	No pending prepayments and other non PO advances
√	All pre-financing activities have been recovered and/or reimbursed
√	No pending GMS or Direct Project Charging (formerly ISS). (If Off-the-top GMS was used, extra-budgetary income taken must be reconciled to actual expenses/delivery. A pro-rata return of GMS based on the balance of unspent funds must be done.)
√	No pending GLJEs
√	No unapplied deposits or other unrecorded revenue
√	No outstanding Accounts Receivable to be received from donors per signed agreements
√	No AR direct journals in budget error or incomplete status
N/A	All assets are transferred or otherwise disposed of. Asset transfer letters/ documents are in place
N/A	Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged
N/A	All items held as inventory should be distributed or transferred to recipient or returned to donor as specified in the donor agreement
√	All project petty cash is cleared
N/A	Project bank account is fully reconciled and closed
√	All accrued employee benefits are fully accounted
√	No other pending liabilities
√	The CDR for the previous quarter shows zero future expenses (commitments).
√	Final LPAC/ steering committee minutes are available
N/A	All audit observations are closed with supporting documentation.
√	The final CDR is signed by UNDP and the Implementing Partner. Final report submitted by responsible parties.
	If a cost sharing project, the unexpended balance has been agreed to the general ledger.

N/A	Consultations with donors on the disposition of unexpended cost sharing balances, where required by the contribution agreement, have taken place and are documented in writing.
N/A	All refunds to donors have been transferred to Account 21030 (Pending Refunds to Donors) and the project balance is zero.
N/A	Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement.
N/A	Notified the GSSC to close any associated contract in the contracts module.
√	All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative.

Name Nick Beresford

Title Resident Representative

Signature *Nick Beresford*

Date 31-May-2021

The check list must be signed by the Resident Representative/Head of Office or a senior official designated by the Resident Representative/Head of Office.

DL HK

eChecklist Instructions:

In order to be able to close the project financially all items in the list need to be checked as (YES). If any of the items is not applicable for the project then it can be checked as (YES). This list provides details based on standard queries based on the output ID so it might not reflect some of the exceptions. Therefore, it should be used as a guide for the closure but manual verification as per the POPP is required by the CO to ensure all the exceptions have been considered and resolved.

Financial Closure Checklist		YES	No	NOTES
Ensure that all financial transactions are in Atlas General Ledger (Based on final report from the Implementing Partner)				Atlas Transaction Check
	Account			Atlas Balance
				Transaction Currency Base Currency (USD)
No outstanding NEX advances-in either local currency or USD (Account 16005)	Outstanding Advances	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00 \$ 0.00
No other outstanding advances-in either local currency or USD (Account 14001, 14056, 14057, 14501, 16006, 16010, 16015, 17008, 17009)	Outstanding Advances Other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00 \$ 0.00
No outstanding Project Delivery Reports (PDRs);	PDR: http://unex.undp.org	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
No open Purchase Orders (POs);	Open Purchase Orders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00 \$ 0.00
No Receipt Accruals;	Receipt Accruals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00 \$ 0.00
No Outstanding Commitments;	Please ensure commitments outside Atlas are resolved (Non-PO Commitments) - Supporting documents if any should be uploaded to Atlas (Attachments Tab)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
No outstanding prepaid vouchers (Account 16065)	Prepaid Vouchers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00 \$ 0.00
No pending vouchers;	No Pending Vouchers - Please run the query link to verify and check any pending vouchers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All pre-financing activities have been recovered and/or reimbursed.	Supporting documents if any should be uploaded to Atlas (Attachments Tab)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
No pending GMS or Direct Project Charging (Formerly ISS). (If Off-the-top GMS was used, extra-budgetary income taken must be reconciled to actual expense/delivery. A pro-rata return of GMS based on the balance of unspent funds must be done);	Charged GMS Rate %	<input checked="" type="checkbox"/>	<input type="checkbox"/>	% 0.00 % 0.00
No pending GLJEs;	GLJEs Not Posted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00 \$ 0.00
No unapplied deposits or other unrecorded revenue;	Unapplied Deposits by Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00 \$ 0.00
No outstanding Accounts Receivable to be received from donors per signed agreements;	Contract Pending Events	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00 \$ 0.00
No outstanding Contribution Receivable to be collected from donor (GL Account 14015 Balance including FX Revaluation)	Contribution Amount Not Collected	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00 \$ 0.00
No AR direct journals in budget error or incomplete status;	No Pending AR direct journals - Please run the query link to verify and check any pending AR direct journals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All assets are transferred or otherwise disposed of. Asset Transfer letters/documents are in place. (GL 18xxx Accounts) (Click Link for ISR Report)	Assets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 0.00 \$ 0.00
All un-used inventory items held at the end of the project has been disposed off or transferred to other projects	Supporting documents if any should be uploaded to Atlas (Attachments Tab)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged.	Supporting documents if any should be uploaded to Atlas (Attachments Tab)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All items held as inventory should be distributed or transferred to recipient or returned to donor as specified in the donor agreement.	Supporting documents if any should be uploaded to Atlas (Attachments Tab)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All Project Petty Cash (11015 (old), 16105(new)) and Project Cash Advance Accounts (Acc. 16106, 16107, 16108 and 16007) are cleared;	Petty Cash & Cash Advance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00 \$ 0.00
Project Bank Account is fully reconciled and closed.	Project staff should coordinate with Implementing partner to close Project Bank account.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All Staff Receivables in USD Only (Acc. 14005, 14020, 14022, 14023, 14025, 14030, 14035, 14040, 14042, 14045, 14046, 14050, 14055, 14085) are cleared;	Staff Receivables	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00 \$ 0.00
All accrued employee benefits are fully accounted.	Employee Benefits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00 \$ 0.00
No other pending liabilities in USD Only; (GL 2xxxx Accounts - Excluding 21005)	Pending Liabilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00 \$ 0.00
The CDR for the previous quarter shows Zero future expenses (commitments).	Copy of CDR should be uploaded to Atlas (Attachments Tab)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Final LPAC / Steering committee minutes are available.	Minutes should be uploaded to Atlas (Attachments Tab)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All audit observations are closed with supporting documentation.	Supporting documents if any should be uploaded to Atlas (Attachments Tab)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The final CDR is signed by UNDP and the Implementing Partner. Final report submitted by responsible parties.	Supporting documents should be uploaded to Atlas (Attachments Tab)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If cost sharing project, the unexpended balance has been agreed to the general ledger. (The Balances excludes Open Purchase Orders reflected in the Output Financials) AND (Excludes Outstanding Contribution Receivable to be collected from donor) if any.	UNDP Issue refunds to donor as the very last step before designating a project as financially complete in ATLAS. If the donor requests a refund at any earlier point then you need to the approval of the Chief, Account Division or Treasurer to issuing the refund. Please refer to Refunds to Donors in the POPP.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Consultations with Donors on the disposition of unexpended cost-sharing balances, where required by contribution agreement, have taken place and are documented in writing.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All refunds to donors have been transferred to Account 21030 (Pending Refund to Donors) and the project Balance is Zero. (Only in Base Currency)	Pending Refund to Donor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 0.00 \$ 0.00
Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement.	Supporting documents if any should be uploaded to Atlas (Attachments Tab)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Notified the GSSC to close any associated contract in the contracts module.	Supporting documents if any should be uploaded to Atlas (Attachments Tab)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative.	Supporting documents if any should be uploaded to Atlas (Attachments Tab)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ensure project accounts are closed.	Closure of any project-based financial accounts or funds. Once confirmed, project status in Atlas will be set to "Financially Closed". No further financial transactions can be made.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	For more information on project closure procedures and policies, please refer to Closing a Project and Financial Closure of Development Projects and Financial Closure of Trust Funds in the POPP.			

Management Comments (if any):

Find First 1 of 1 Last

Author	sodaline.mak	DateTime Stamp	28/05/2021 4:59AM
<div style="border: 1px solid black; padding: 5px; min-height: 40px;"> Project is financially closed. </div>			